

Custom Courses & Group Discounts

Number of Students	Microsoft Office Level 1 & 2 classes	Microsoft Office Level 1 & 2 classes	Microsoft Office Level 3 & 4 classes	Microsoft Office Level 3 & 4 classes	Technical Training classes	Technical Training classes
	(Public)	(Private)	(Public)	(Private)	(Public)	(Private)
3	\$250	\$300	\$275	\$330	\$500	\$550
4-5	\$200	\$250	\$220	\$275	\$450	\$500
6-10	\$150	\$200	\$165	\$220	\$400	\$450
11-18	\$100	\$150	\$110	\$165	\$350	\$400

Customize Your Course and Enjoy:

- Discounted rates based on enrollment
- Choose the best date and time for your organization to train
- Have custom practice files created with your specific job role in mind. Increase the value of training by using documents you use at the office every day
- The ability to hand-select the topics of most importance to your organization and to skip topics that are not relevant to your job role
- The option to combine multiple levels into one class. For example, create a class that teaches your most relevant objectives from Excel Level 2 and Level 3
- Flexibility in teaching multiple applications on one day. For example learn to Mail Merge in Publisher, Word, and Excel

What is the cost to Create a Custom Course?

\$100—Use our curriculum, but pick objectives from 1-2 books

\$300—Use our curriculum, but pick objectives from 1-3 books & include practice exercises with your documents

\$500—Everything above and beyond, plus advanced technical set-up



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